



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 10/16/2013	Interviewer: Sue Guenter-Schlesinger	RFA #13 – 42
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): WWU Employee		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Employment, job classification		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☒ Student ☐
 Concern Regarding: Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
10/16/13	Sue intake with [REDACTED]	<p>Sue met with [REDACTED] is a [REDACTED] earning \$63,000, and thinks she should have been classified as a ME 4 before that became a supervisory position in 2008. That would have paid her \$67,000, making her equal with peer colleagues at WWU. [REDACTED] is not sure if this has to do with gender or race. She feels others are given larger projects. [REDACTED] feels that if she was from a different culture she probably would not have this problem because she wouldn't be hesitant to make waves.</p> <p>[REDACTED] reported that since she was hired in 2000, the rules have changed. Her salary decreased since she was hired. In 2006 HR administered a salary survey, but it did not include [REDACTED] and [REDACTED] so [REDACTED] wasn't included. Her colleagues went from classification as a 62 to a 67.</p> <p>[REDACTED] supervisor is supportive, as is [REDACTED]. [REDACTED] has a history of managing projects, it was in her job description, and since 2008 she's had a salary that doesn't recognize she's managing projects. She wants to be compensated at the top step, or wants her compensation at level K to be</p>

		retroactive to 2008.
10/18/13	█████ calls EOO	█████ wants to talk with Sue after her meeting with HR. Sue will try to reach this afternoon.
10/2013	SGS t/c w/HR and w/█████	HR explained that █████ classification and work is different than █████ and that her salary is at the correct level. This info was relayed to █████, who did not wish to pursue the issue further.